

From: Violeta Navarro  
To: All ACCESS Users  
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Subject: NCIC Offline Searches

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Hello All,

Just wanted to send out a reminder on how to request NCIC only records. I have attached a guide for your reference (NCIC only records are shown in red). Our IT Department receives quite a few work orders for NCIC only records that we are unable to assist with.

If your agency needs a report or counts for NCIC only records please contact NCIC directly. See below information from the [ACCESS Operations Manual – Chapter 1 Introduction](#).

- B. NCIC offline searches are available through the FBI's Investigative and Operational Assistance Unit (IOAU). To request a search, contact IOAU at [ioau@leo.gov](mailto:ioau@leo.gov) or call (304) 625-3000.
1. The following information should be included with your request:
    - d. Agency name and ORI
    - e. Requestor's name, telephone number, email, and address where the results should be sent.
    - f. Information for the inquiry (full name, date of birth, terminal number, plate number, the time frame, etc.).
    - g. The requestor should advise what type of investigation the journal search is being requested for (murder, burglary, etc.).
    - h. If a search of the III is requested, then it must be specified within the request.

Additional Guidance:

- NCIC return only = contact NCIC
- WACIC return only = complete the [ACCESS Request for Off-Line Search](#) form and email to [ITDHelp@wsp.wa.gov](mailto:ITDHelp@wsp.wa.gov)
- NCIC & WACIC return = complete the [ACCESS Request for Off-Line Search](#) form and email to [ITDHelp@wsp.wa.gov](mailto:ITDHelp@wsp.wa.gov)

If you have any questions please let me know.

Thanks,

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